

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, December 1, 2025 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Pledge of Allegiance**

The meeting was called to order at 6:05 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

**2. Roll Call**

Mayor: Lyle Gennett

Members Present: Aaron Hagen, Dennis Halverson, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

**3. Presentations**

**4. Inquiry Regarding Conflicts of Interest**

**5. Consent Agenda**

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Spring to approve the consent agenda as presented.

Yeas: Hagen, Knapp, Halverson, Spring, Kalbfell, Parr

Nays: None

**Motion carried.**

**A. City Council Meeting Minutes—November 17, 2025**

Motion to approve the minutes as presented.

**B. Accounts Payable and Payroll Check Registers**

Motion to approve the accounts payable and payroll check registers as presented.

| Dates                 | Description                  | Amount              |
|-----------------------|------------------------------|---------------------|
| 11/19/2025            | Special Accounts Payable Run | \$22,033.77         |
| 11/21/2025            | Payroll (net pay)            | \$114,433.50        |
| 11/21/2025            | Payroll Remittance Checks    | \$7,115.29          |
| 12/02/2025            | Regular Accounts Payable     | \$159,895.87        |
| 11/12/2025-11/25/2025 | ACH/WIRE Payments            | \$458,025.21        |
| 11/17/2025            | Special A/P Tax Disbursement | \$34,282.81         |
| <b>Grand Total</b>    |                              | <b>\$795,786.45</b> |

The entire accounts payable and payroll check registers can be viewed on the City's [website](#).

**C. Downtown Development Authority-Ron Way Resignation**

Motion to accept Ron Way's resignation from the Downtown Development Authority.

D. Downtown Development Authority-Liam Dreyer Resignation

Motion to accept Liam Dreyer's resignation from the Downtown Development Board.

**6. Public Hearings and Actions Requiring Public Hearings**

**7. All Other Actions and Requests**

A. Special Event Policy Fees and Costs

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Policy Fees and Costs. Mr. Heydlauff answered questions from Council.

Mayor Gennett opened the item for public comment, one was heard.

City Manager Heydlauff stated he will clean up the draft and present it to Council in the near future.

No action was taken.

**8. Reports and Communications**

A. Public Comment

- Raymond Hodgson, 303 Chicago Avenue, stated he would like more sidewalks cleared of snow in the winter so he can walk his dog; the salt used on the roads harms the dog's paws
- Amanda Wilkin, Visit Charlevoix, thanked Council for giving priority to the community events

B. City Manager's Comments

- Letter to residents will be mailed soon regarding water testing for lead and copper water lines, this is state-mandated and the City has been well under the recommended levels set by EGLE

C. Mayor and Council Comments

- Council Member Kalbfell questioned the consequences of property owners violating the short-term rental ordinance
- Mayor Gennett thanked everyone that helped with the Tree Lighting Ceremony

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 6:48 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor